

Data Clean-up: Rejected Student Tests for Paper-Based Testing

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Overview

The purpose of this document is to outline the steps that will need to be completed to resolve paper-based Rejected Student Test Alerts for IAR assessments. Users must be assigned the Rejected Student Test role to complete the data clean-up.

Rejected Student Test Alerts are created when a scanned paper-based student test cannot be matched to a current student record in PearsonAccess^{next}.

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Who should review this document?

Schools/Districts that administered paper-based assessments.

Who can perform rejected student test clean-up? Users with the District Test Coordinator base role.

Helpful Hint: Users with the District Test Coordinator role or School Test Coordinator role can export a Student Registration File. This file can be used to compare the student data that is currently imported into PearsonAccess^{next} to the gridded field data that was scanned.



Rejected Student Tests Categories

This table lists and describes the Rejected Student Tests categories that may appear in PearsonAccess^{next}.

Alert	Description
Org Mismatch	N/A for IAR
Demographic	Demographic information (SSID, Name, DOB, Gender) was incorrectly gridded on
Mismatch	the student test booklet.
Enrollment Not Found	N/A for IAR
Failed Validations	Failed validations happen when online PNP values are selected and prevent the mode from changing from online to paper in PearsonAccess ^{next} .
Multiple Students	Student State ID is blank and gridded demographic information (Name, DOB,
Found	Gender) matches more than one student record in PearsonAccess ^{next} .
Org Not Found	Organization does not exist in PearsonAccess ^{next} and needs to be added through file upload or user interface.
Student Not Found	All of the demographic fields were not gridded and the information that was gridded can't be matched to an existing student record or is insufficient to auto-create a student record
Student Test Not Found	N/A for IAR
Test Not Found	N/A for IAR



It will be helpful to have two screens of PearsonAccess^{next} open for these tasks. Have the student page (will be using Manage Student Tests) and the rejected tests page both open.

Demographic Mismatch

Cause: There is not a Student Label on a paper test and demographic information is either missing or incorrectly gridded, or does not match what is in the student screen.

Action: Update Student Code*, First Name, Last Name, Date of Birth, Gender, and Grade fields on the Edit Rejected Student Tests screen (directions below). If the data in PearsonAccess^{next} is wrong, use the Manage Student Tests task to correct the student data. Then, return to the Rejected Student Tests screen to confirm the student error is no longer listed.

*Notes:

• The Student Code field on the Edit Rejected Student Tests screen is the State Student Identifier.

• The student's gender field is saved as an "M" or "F" value in the database but will display as "male" and

Data Clean-up: Rejected Student Tests



"female" in the user interface. Make sure to enter "M" or "F" in the Gender field when resolving Rejected Student Tests.



Step	Screen Shot
Access Rejected Student Tests	
 Go to Testing > 	
Rejected Student	
Tests.	Rejected Student Tests
• On the Rejected Student	Insertions + more thanks +
Tests screen click the arrow	
next to Search and select	Find Rejected Tests
Show all results	Last factor starty with C Second Last
• Under Eilters, shoose	Priva Dear real Ad Insult Depand 20 * Manage Counter*
Onder Filters, choose	Same and Same Code Last Name Mode Name Organization Status Nessage
Demographic Mismatch	Development and the second sec
from the Reject Status	
drop-down.	
Check the box for	
the student(s) in	
the list.	
 Select Edit Rejected 	
Student Tests under the	
Tasks drop down menu.	
Click Start.	
Edit Rejected Student Tests	Edit Rejected Student Tests Edit Task Nest Task Edit Tasks Edit Tasks
 Select the student listed 	1 Edit Rejected Student Tests
under Rejected Tests on the	Rejected Tests (1) Details
left side of the screen.	SMITH, JANE (1234) Status Message: Student Athrbutes for test do not match: Test Attempt data: Student(studentid=1234, code=00000000, fiss)Name=JANE IanName= SMITH)
Beview the information	Update Cate Ved Augusta 17.46.06 UTC 3515 Violnitov IdVionflow Attempt Id:
below Details and compare	Criganization clipUm (1,0008050153821302
it to the information in the	Attempt Data Fields: Student Code
Attempt Data Fields	1234
Based on the information	MARE
Based on the mormation,	Last Name SMITH
update values in the form or	Date Of Birth
on the student demographic	2006-01-01
screen as needed.	F
 Scroll to the bottom of the 	Grade
screen to select Save or hit	batchName
enter/return on the	docCode
keyboard.	
Confirmation	
• This is the confirmation that	
appears once the alert is	Edit Rejected Student Tests
resolved. If the green bar	1 Edit Rejected Student Tests
doesn't appear, notice that	Success
the rejected student test	Changes saved
attempt went into another	
rejected scenario	Rejected Tests (24) Details
• The next name in the list will	
automatically load on the	
form	
IUIIII.	



Failed Validations

Cause: The student is registered for online testing and a paper test booklet is returned and scanned for the student. If online PNP values are selected in PearsonAccess^{next}, it will prevent the mode from automatically changing from online to paper. This creates a Failed Validation.

Action: Remove the online PNP values using the PNP file upload process (option 1) or user interface (option 2).

Step	Screen Shot
Access Rejected Student Tests	
 Go to Testing > Rejected 	Rejected Student Tests
Student Tests.	El Tasks 0 Selected
• On the Rejected Student Tests	Select Tasks • Start • Manage •
screen, click the arrow next to	Find Rejected Tests
Search and select Show all	Last Name starts with Q Search 👻
results.	Filters Clear Hote 18386 Results Displaying 25 Manage Columns
• Under Filters, choose Failed	Failed Validations x *
Validations from the Reject	Sample MIDDLe Student Test failed validations 123456789 SMITH JANE A SAMPLE MIDDLe Student Test failed validations : If SCHOOL (XX - Test-6) Speech is selected, the 100000-00001) whether we wanted and the selected in
Status drop-down.	Subdet indications 987554331 EMTH VILIN 7 PARTIE ENTRY Control test format
 Review the students with 	Intero_manuality of contract shall be a served as a server of the s
Rejected Student Tests.	Online test format
Ontion 1: Undate PNP file	
• Go to Setup > Import /	
Export Data	
 Under the Tasks dron-down 	
menu select Import / Export	
Data and then select Start.	Import / Export Data
Under the Type drop-down	1 Import / Export Data
menu, select Personal Needs	Type*
Profile Export and then select	v
Process.	Organization Export Organization Import Organization Participation Export
• In the file, clear the online	Organization Participation Import Personal Needs Profile Export Personal Needs Profile Import
PNP data fields for the	Student Registration Export Student Registration Export
students with Rejected	Student Registration import Student Test Update Import Student Test Update Import
Student Tests.	
• Under the Tasks drop-down	
menu, select Import / Export	
Data and then select Start.	
• Under the Type drop-down	
menu, select Personal Needs	
Profile Import and choose your	
file.	
• Select Process.	
	1



0	tion 2. Monoro Student Tosta	Assessment Accommodations - Paper & Online
Op	tion 2: Manage Student Tests	English Learner (EL) 0
٠	Go to Setup > Students and	504 Ø
	search for the student in the	Assessment Accommodations - Paper Only
	Find Students search har or	Large Print Braille With Tactile Graphics
		Translation of the Mathematics Assessment in Paper O Human Reader or Human Signer O
	click the drop down to choose	Ť
	Show all results.	Assessment Accommodations - Online Only
•	Check the box for the student.	Alternate Representation - Paper Test 0 Translation of the Mathematics Assessment Online
	Select Manage Student Tests	
•	under the Tasks dren down	Administration Consideration
	under the lasks drop down	Frequent Breaks Specialized Equipment or Furniture
	and click Start .	Separate/Alternate Location Specified Area or Setting
•	On the Manage Student Tests	Small Testing Group Time of Day
	screen, uncheck and remove	Accessibility Features Identified in Advance
	the online PNP data.	Answer Masking O Human Reader or Human Signer for Mathematics O
•	Click Sava	Color Contrast
•	CIICK Save.	
		Text-to-Speech
		✓ Text-to-Speech ●
		Students with Disabilities with an IEP and 504 Plan:
		Presentation Accommodations
		ASL Video O Screen Reader OR other Assistive Technology (AT) Application O
		Closed Captioning for ELA/L 0
		Refreshable Braille Display for ELA/L 🖲
		Tactile Graphics 0
Ace	cess Rejected Student Tests	
٠	Go to Testing > Rejected	
	Student Tests.	
•	On the Rejected Student Tests	Rejected Student Tests
•	scroon click the arrow payt to	El Tasks O Selected Ests O Selected
	screen, click the arrow next to	Select Tasks • Start • Manage •
	Search and select Show all	Find Rejected Tests
	results.	Last Name starts with Q Search -
•	Under Filters, choose Failed	
	Validations from the Reject	Reject Satus
	Status dron-down	Faled Valstations x 7 Status Code Last Name First Name Middle Name- Organization Status Message
	$C_{\text{back the bay for the student(s)}}$	Enaled_validations 123456789 SMITH JANE A SAMPLE MIDDLE Student Test failed validation : if SOHOOL (XX - Text-to-Speech is selected, the 10000-00001)
•	check the box for the student(s)	student must be registered for Online test format
	in the list.	faled_validations 987654321 SMITH JOHN Z SAMPLE MIDDLE Student Test faled validation; if SCHOOL (XX - Text-to-Speech is selected, the
•	Select Edit Rejected Student	100000-00001) student must be registered for Online test format.
	Tests	
	under the Tasks dron down	
	menu	
٠	Click Start.	
٠	When the Edit Rejected	
	Student Tests screen loads.	
	these alerts	
	will recolve	
	will resolve.	



Multiple Students Found

Cause: The student that was gridded on the test booklet can be matched to more than one student record in PearsonAccess^{next}. This happens when the State Student ID is left blank but other demographic fields were gridded and the information that was gridded can be matched to more than one existing student record.

Action: Fill in the missing demographic information on the Edit Rejected Student Tests screen.

Step	Screen Shot
Access Rejected Student Tests	
 Go to Testing > Rejected Student Tests. On the Rejected Student 	Rejected Student Tests
Tests screen, click the arrow next to Search and select Show all results.	E Tasks 0 Selected Select Tasks Find Rejected Tests
 Under Filters, choose Multiple Students Found from the Reject Status drop- down. Check the box for 	Last Name starts with Q Searc Fitters Ciear Hide 142 Results Displaying 25 Manage Columns Reject Status Code Last Name First Name Middle Name Organization Status Message Organizations Gelect one or more Status SMITH JANE Student Articulues for test do not match Test Attempt data
 the student(s) in the list. Select Edit Rejected Student Tests under the Tasks drop down menu. Click Start. 	
Populate Missing Data Fields	Edit Rejected Student Tests Exit Tasks
 Select the student listed under Rejected Tests on the left side of the screen. Update the values in the form (i.e., Student Code, First Name, Last Name Date of Birth, Gender, and Grade). Scroll to the bottom of the screen to select Save or hit enter/return on the keyboard. 	Total Registed Tests (1) Details SHITH, JANE (1225) Details Shifts, Marke (1225) Shifts Message: Stateful Attributes for fest do not match Test Attempt data. Statefol(stadentist=1234, code=00000000, fisstName=JANE: lastName=SHITH) Optable Date Veel Mar 24 13 8450 UTC 3915 Update Date Teide: Optable Date Teide: Date Test Rame Date Date Date Date Date Teide: Date Date Date Date Date P Cardent P Date Date Date Date



Org Not Found

Cause: The organization that was gridded on the return header sheet does not exist in PearsonAccess^{next}. All student tests scanned under the header sheet will appear as Org Not Found.

Action: Add the organization in PearsonAccess^{next} using the organization file upload process or user interface, and set the organization to participating. To use the organization file upload process, follow the directions in the *Organization File Field Definitions* and *Organization Participation File Field Definitions* documents found on PearsonAccess^{next} at Support > Documentation—then, complete the final step below. To use the user interface follow the directions below.

Create Organizations		
	Organizations	
 Go to Setup > Organizations and select 	Tasks 2 Selected Select Tasks	
 Create / Edit Organizations and Manage Participation from the Task drop down. Click Start. On the Create / Edit Organizations screen fill in the necessary information. Refer to the black "i" icon for Organization Code 	Create / Edit Organizations Fest Administration Fest Administration Cestual Manage Completion Statuses Cestual Materia Cestual Materia Cestual Kestual Materia Cestual Cestual Materia Cestual Cestual Materia Cestual	Ome Rec.
formatting. Click Create. Set Organization Participation	The Operation The operation The operation The operation The operation The operation The operation The operation The operation The operation The operation The operation The op	ks x
On the Manage Participation screen, check	1 Create / Edit Organizations 2 Manage Participation Success Channes ared	×
 the box for Participating and Participation Entry Complete. Fill in all required information 	Organizations (2) PARCC Op Spring PBA 2015 PEARSON SCHOOL (2Z-12332-1111) Participation Entry Complete O Show Auds Trat O Show Auds Trat O Show Auds Trat Shoping Dock Available Experiment Transport Transport Shoping Dock Available 	Jetails.
Click Save.	Shipping Lime Open Shipping Lime Open Shipping Lime Open Het MM AM/PM CDT O Het MM AM/PM CDT O Holiday Start Date Holiday End Date CCYY-AMI-DD Im CCYY-AMI-DD	
	School Year Close Date CCYY-AMI-DD Note: Please verify that your Participation and Contact Information are complete and accurate. * Required Required Reset	



Access Rejected Student Tests

- Go to Testing > Rejected Student Tests.
- On the Rejected Student Tests screen, click the arrow next to Search and select Show all results.
- Under Filters, choose Org Not Found from the Reject Status drop-down.
- Check the box for the student(s) in the list.
- Select Edit Rejected Student Tests under the Tasks drop down menu.
- Click Start.
- When the Edit Rejected Student Tests screen loads, these alerts will resolve.

Select Tasks	-	Start		inage			
Find Rejected Tests						_	
Last Name starts with	Q Sear h						
Filters Delet Status	 142 Results					Displaying	25 • Manage C
Select one	-			First Name	Belief etter Bilanese	Our sector time	
Organizations	e demographic mismatch	1234	SMITH	JANE	Middle Name	organization	Student Attributes
Select one or more		1001					not match Test Al



Student Not Found

Cause: The student that was gridded on the test booklet cannot be matched to a student in PearsonAccess^{next}. This happens when all of the demographic fields were not gridded and the information that was gridded can't be matched to an existing student record or is insufficient to auto-create a student record.

Action: Fill in the missing demographic information on the Edit Rejected Student Tests screen.

Step	Screen Shot
 Access Rejected Student Tests Go to Testing > Rejected Student Tests. On the Rejected Student Tests screen, click the arrow next to Search and select Show all results. Under Filters, choose Student Not Found from the Reject Status drop- down. Check the box for the student(s) in the list. Select Edit Rejected Student Tests under the Tasks drop down menu. Click Start. 	Bit Bit Bit Bit Finance Bit Bit </th
 Populate Missing Data Fields Select the student listed under Rejected Tests on the left side of the screen. Update the values in the form (i.e., Student Code, First Name, Last Name Date of Birth, Gender, and Grade). Scroll to the bottom of the screen to select Save or hit enter/return on the keyboard. 	Edit Rejected Student Tests Wwwwithin Wwithout Work Defails Rejected Tests (1) Defails Www.undit Note (1114) Www.undit Note (1114) Www.undit Note (1114) Defails Www.undit Note (1114) Www.undit Note (1114) Www.undit Note (1114) Defails Www.undit Note (1114) Www.undit Note (1114) Www.undit Note (1114) Www.undit Note (1114)